



# Managing Records in the DMT

**IROC Dispatch Training Student Guide:  
Advanced Course**

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**1-24-2020**  
Version 1.2

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## 1 Pre-requisite

Before completing this course, please watch the “Navigating the IROC Data Management Tool” video, available at the National Wildland Fire Learning Portal or at <https://youtu.be/6koHHYEQxEY>. We encourage you to follow along with and take notes in the “Navigating the DMT” student guide as you watch the video.

## 2 Introduction

The Interagency Resource Ordering Capability (IROC) is a web-based cloud application accessible via the Internet. IROC is available to users through two web applications: IROC Portal and IROC Data Management Tool (DMT). Dispatchers will work directly in IROC Portal. IROC DMT, which is available to dispatch managers and other administrative user roles, provides advanced functionality and enhanced search, data entry, and customization features not available in IROC Portal.

Depending on your role, you can create and manage IROC records in DMT. For most user roles, the records you can view and manage are limited to the dispatch center you are logged into. Although the information provided for each section below varies, the basic process for creating a record in DMT is the same across all records (see).

This student guide begins with general instructions on creating a record in DMT, followed by helpful information needed when working within records. It then offers instructions on how to create and maintain the following types of records within IROC DMT:

- Financial Codes
- Aviation Hazards
- Locations
- Radio Frequencies

For information on other records in DMT, see the appropriate sections in this student guide:

- “Enterprise Data”
- “Maintaining Resources”
- “Maintaining Contracts”
- “Maintaining Selection Areas”

For general information on the DMT, refer to “Navigating the DMT.”

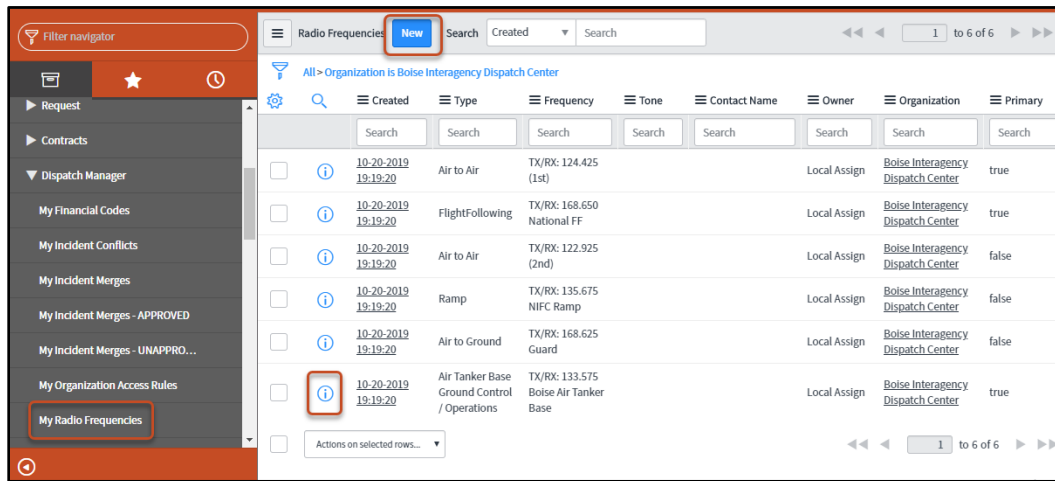
## 3 Objectives

Upon completion of this unit, you will be able to:

- Understand and work with the various menus, icons, and fields within DMT.
- Navigate to a module and create and maintain records.
- Create a new record in DMT, including for financial codes, aviation hazards, temporary locations, and radio frequencies.
- View and modify an existing record, including for financial codes, aviation hazards, temporary locations, and radio frequencies.

**Note:** The instructor guide focuses on financial codes as an example. The information relating to financial codes and the general instructions for DMT records apply to all types of records in DMT.

## 4 General Instructions for Managing a Record in DMT



### 1 To create a record in DMT:

- a Select the desired module from the application navigator. (See “Navigating the DMT” for information on how to find the desired module.)

**Note:** In this screenshot, clicking the **My Radio Frequencies** module opens the Radio Frequencies list in the main content frame on the right.

- b Click **New** at the top of the main content frame to open the New Record screen.
- c In the New Record screen, fill in the relevant information and save your changes. (For examples, see Sections 6–9 of this student guide.)

**Note:** Grayed-out fields in DMT cannot be modified.

**Note:** In this screenshot, clicking **New** will open the Radio Frequency: New Record screen.

### 2 To view or modify a record in DMT:

- a Select the desired module from the application navigator to view all related records in the main content frame on the right.


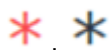










**Note:** Refer to “Navigating the DMT” for more information on working with lists.

- b Click the **Information** icon to open the Record Preview screen.
- c In the Record Preview screen, click **Open Record** to open the record details screen, where you can make changes as needed.

## 5 Helpful Information for Maintaining Records

This section presents common tools, icons, and other features used when maintaining records in DMT.

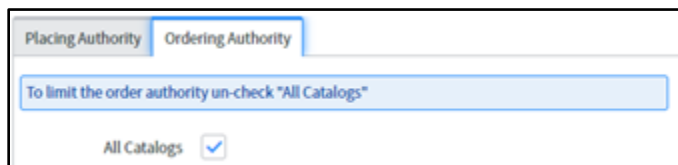
### Common Icons and Action Buttons in DMT

Icon	Name	Description
	Controls icon	The information available when clicking this icon varies depending on the information shown in the main content area. Click to open a drop-down and choose from the available options.
	Asterisks	All required fields in a form are indicated with an asterisk. A red (lighter shading) asterisk indicates missing information. A gray (darker shading) asterisk indicates that the information for that field is complete.
	Attachment icon	Click this icon to add a file to a record. See <a href="#">Attachments</a> for more information.
	Back button	To leave a new record screen without saving changes, click the <b>Back</b> button in the header bar. <i>You may be prompted to discard or save your changes before leaving.</i>
	Calendar icon	Click this icon to open a pop-up where you can choose the date and/or time. When done, you may need to click a green checkmark to accept your change.
	Delete button	Click this action button to delete a record or field. You may be prompted to confirm the deletion.
	Filter icon	Click this icon to apply filters to a data list. See "Navigating the DMT" for more information.
	Hide/Display buttons	Some screens have a pane that you can expand or collapse by clicking this icon. A down-pointing arrow indicates that the pane is displayed; a right-pointing arrow means the pane is hidden.
	Information icon	Click this icon to preview a record. Click it again to close the preview screen. Or, in the preview screen, click <b>Open Record</b> to view/modify information related to that field.
	Lock icon	Click this icon to open a field where you can add one or more items. To close the field, click the icon again. See <a href="#">Using the Lock Icon</a> for more information.
	Personalize List icon	Click this icon to personalize data lists that appear in DMT. See "Navigating the DMT" for more information.
	Search icon	Click this icon to open a screen where you can search for the needed information. In a search screen, you can use any of the filter methods described in "Navigating the DMT."

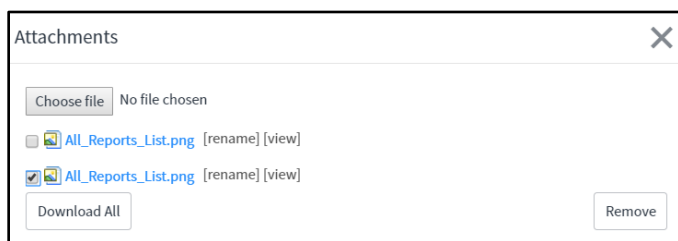
## Alerts and Tips

If you enter incorrect information or try to leave a screen without saving, an alert will appear confirming your action. Follow the directions in the alert as needed.

Some screens present static informational boxes. Here is an example of a tip box in the Selection Area Master: New Record screen.

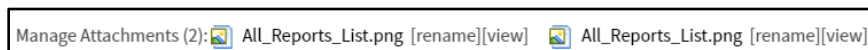


## Attachments



To add attachments to a record:

- 1 Click the **Attachment** icon.
- 2 Click **Choose File** and browse to select the appropriate file.
- 3 Once the file is loaded, click on the bracketed text to rename or view the file.
- 4 To complete the action, click the **X** icon in the upper-right corner of the Attachments screen.
- 5 All attachments appear in the main content frame, where you can open, view, or rename the attachment.

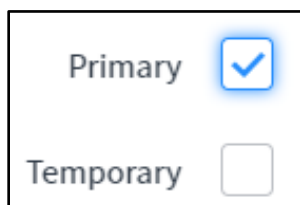


**Tip:** To open an attachment, simply click on the file name.

- 6 To remove an attachment, click the **Attachment** icon, click the checkbox beside the file you want to delete, and click **Remove**.

## Checkboxes

Many options in record management screens are preceded or followed by a checkbox. Click the checkbox to mark the field as true or leave it blank if it is not applicable.

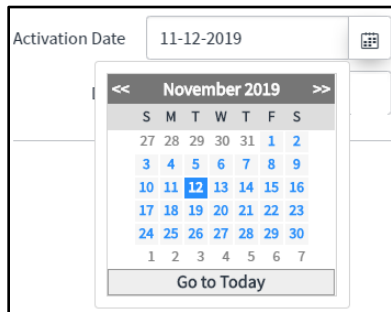


**Note:** In this screenshot from the New Radio Frequency screen, the checkmark indicates that this record is the primary radio frequency and it is not temporary.

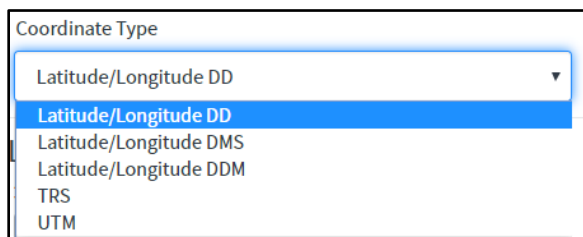
## Fields

Within DMT are several types of fields where you can input information related to a record.

- **Date Field** – Enter a date in MM-DD-YYYY format or click the **Calendar** icon and select the date.



- **Drop-Down Menu** – Enter text in the field to perform a type-ahead search, or click anywhere in the field to open the drop-down menu and scroll to find the correct information.



- **Lock Icon** – See [Using the Lock Icon](#).
- **Search Field** – Click the **Search** icon beside a search field to open a list screen where you can search for and select the appropriate information. You can also type directly in the field to perform a type-ahead search that opens a drop-down with options that match your criteria.



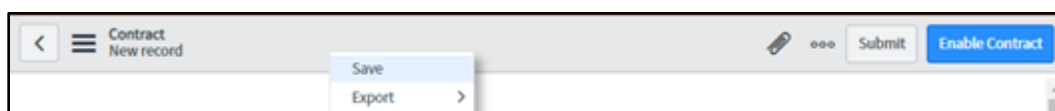
- **Text Field** – Simply type text into the field.



## Right-Click

As you work on a record, you have several quick options for saving your work:

- When creating a new record, right-click in the header bar and click **Save**.
- When modifying records, right-click in the header bar and choose **Insert** to create the record and redirect to your last visited screen, or click **Insert and Stay** to create the record but remain on the same screen.



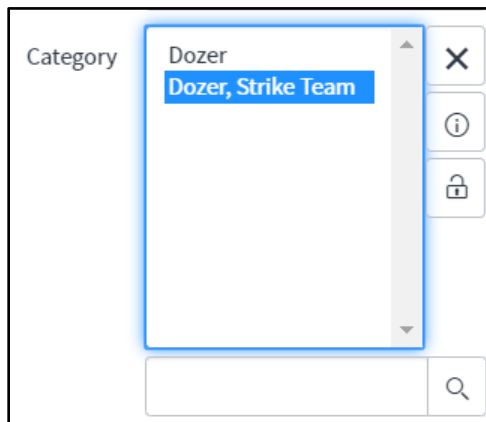
**Tip:** **Insert and Stay** is useful when inserting multiple records.

## Tabbed Sections

At the bottom of some record management screens is a tabbed section where you can enter or view additional information. Click each tab to see the related information.

## Using the Lock Icon

Some items on the record management screen are followed by a **Lock** icon (🔒), which indicates a field where you can add multiple items. To make changes to the field:



- 1 Click the **Lock** icon to open the list for editing.
- 2 Click the **Search** icon to open a screen with all relevant items. Click on an item to add it to the list. Repeat this step as often as needed.  
**Tip:** Alternately, you can type in the search field to perform a type-ahead search.
- 3 To remove an item from the list, select it and click **Delete (X)**.  
**Tip:** To remove multiple items, Shift-Click or Ctrl-Click on each item before clicking **Delete**.
- 4 To see information related to the item, select it and click the **Information** icon.
- 5 When done adding or removing items, click the **Lock** icon again to save your changes.

## 6 Managing Financial Codes

Dispatch managers can access the **Financial Codes** module to create a new financial code for their dispatch center or to manage existing financial codes.

To view, edit, or create a financial code, choose the **My Financial Codes** module from the **My IROC** application in the application navigator.

### Creating a Financial Code

The screenshot shows the 'Financial Code New record' form. It has a header bar with a back arrow, a menu icon, the title 'Financial Code New record', and a 'Submit' button. The form contains several input fields: 'Financial Code' (required, marked with a red asterisk), 'Fiscal Year' (dropdown menu with '-- None --'), 'Predefined' (checkbox), 'Active' (checkbox, checked), 'Owned By' (required, marked with a red asterisk), 'Firecode' (checkbox), 'Used By' (required, marked with a red asterisk), 'ROSS ID' (text field), and 'In Last Import' (checkbox). A 'Submit' button is located at the bottom left of the form.

- 1 Click **New** at the top of the Financial Codes list view in the main content frame.
- 2 Enter relevant information in the form, including the required fields: **Financial Code**, **Owned By**, and **Used By**.
- 3 You may also fill in the optional fields: **Fiscal Year**, **Predefined**, **Active** (unchecking this sets the financial code as inactive), and **Firecode**.
- 4 When done, click **Submit**.

### Viewing or Editing Financial Codes

The screenshot shows the 'Financial Codes' list view. The table has columns for 'Financial Code', 'Used By', 'Owned By', and 'Fiscal Year'. Two records are listed: 'MNDG' and 'PNMMA111202'. The 'PNMMA111202' record is selected, and its details are shown in a modal window. The modal window includes fields for 'Financial Code', 'Fiscal Year', 'Ownership' (Owned By, Firecode), 'Used By', 'ROSS ID', and 'In Last Import'. An 'Open Record' button is highlighted in the modal window.

- 1 In the Financial Code list view, use search fields, filters, and column sorting to find the desired record. (See "Navigating the DMT" for more information.)
  - 2 To quickly view record details, click the **Information** icon (i) in the row for that record.
  - 3 To open the complete record, click **Open Record**.
- Tip:** You can also click the hyperlinked **Created** field in the Financial Code list view.
- 4 To modify an opened record, edit the relevant fields and click **Update**.

## 7 Managing Aviation Hazards

Dispatch managers can access the **Aviation Hazards** module.

**Notes:** Dispatchers can create *incident-specific* aviation hazards in IROC Portal. Dispatch managers can only edit hazards for the dispatch organizations they have access to.

To view, edit, or create an aviation hazard, choose the **All Aviation Hazards** module from the **Aviation Hazards** application in the application navigator.

### Creating an Aviation Hazard

- 1 Click **New** at the top of the Aviation Hazards list view in the main content frame.
- 2 Enter relevant information in the main form and in the tabbed sections, including the following required fields: **Hazard Type**, **Organization**, **Location**, and **Description** (in the **Details\*** tab).

**Note:** Grayed-out fields cannot be modified.

- 3 When done, click **Submit**.

### Viewing or Editing Aviation Hazards

Both fixed and non-fixed hazards can be edited, though fields available to you for editing may vary based on your role.

- 1 In the Aviation Hazards list view, use search fields, filters, and column sorting to find the desired record. (See “Navigating the DMT” for more information.)
- 2 To quickly view record details, click the **Information** icon (i) in the row for that record.
- 3 To open the complete record, click **Open Record** in the upper-right corner of the Hazard preview screen.

**Tip:** You can also click on the hyperlinked **Description** in the Aviation Hazards list view.

- 4 To edit an opened record, edit the relevant fields and click **Update**.
- 5 To set an aviation hazard as temporary, click **Set Temporary** and then enter the expiration date.

**Tip:** To change it back, click **Unset Temporary**.

## 8 Managing Locations

Dispatch managers can access the **Temporary Locations** modules.

To view, edit, or create a temporary location, choose the **My Temporary Locations** module from the **My IROC** application in the application navigator.

### Creating a Location

- 1 Click **New** at the top of the Locations list view in the main content area.
- 2 Click **Create New Location**.

**Tip:** You can also type “Location” in the **Filter Navigator** field and click the **New Location** module in the application menu.

- 3 Enter relevant information in the form, including the following required fields: **Name**, **Location Type**, **Managed by Unit ID**, and **Coordinates**.
  - a To create a temporary location, click in the **Temporary** checkbox.
  - b Choose the desired **Coordinate Type** from the drop-down and fill in the required information.
- 4 When done, click **Submit**.

### Viewing or Editing Locations

- 1 In the Locations list view, use search fields, filters, and column sorting to find the desired record. (See “Navigating the DMT” for more information.)
- 2 To quickly view record details, click the **Information** icon (i) in the row for that record.
- 3 To open the complete record, click **Open Record** in the upper right corner of the Location preview screen.

**Tip:** You can also click the hyperlinked **Class** field.

- 4 To edit an opened record, edit the relevant fields and click **Update/Reconvert Location**.

**Tip:** For fields with a **Lock** icon, see [Using the Lock Icon](#) for more information.

## 9 Managing Radio Frequencies

Dispatch managers can access the **Radio Frequencies** modules.

To view, edit, or create a radio frequency, choose the **My Radio Frequencies** module from the **My IROC** application in the application navigator.

### Creating a Radio Frequency

The screenshot shows a web form for creating a new radio frequency record. The form is titled "Radio Frequency New record" and has a "Submit" button in the top right corner. The form fields are as follows:

- Type:** A dropdown menu with "Air to Air (Receive)" selected.
- Frequency:** A text input field.
- Tone:** A text input field.
- Contact Name:** A text input field.
- Owner:** A dropdown menu with "Local Assign" selected.
- Temporary:** A checkbox.
- ROSS ID:** A text input field.
- Organization:** A dropdown menu with "Boise Interagency Dispatch Center" selected.

A "Submit" button is located at the bottom left of the form.

- 1 Click **New** at the top of the Radio Frequencies list view in the main content area.
- 2 Enter relevant information in the form, including the required fields: **Type** and **Frequency**.

**Note:** You can change the default information in the **Owner** and **Organization** fields if necessary.

- 3 When done, click **Submit**.

### Viewing or Editing Radio Frequencies

- 1 In the Radio Frequencies list view, use search fields, filters, and column sorting to find the desired record. (See "Navigating the DMT" for more information.)
- 2 To quickly view record details, click the **Information** icon (i) in the row for that record.
- 3 To open the complete record, click **Open Record** in the upper-right corner of the Radio Frequencies preview screen.

**Tip:** You can also click the hyperlinked **Created** field.

- 4 To edit an opened record, edit the relevant fields and click **Update**.